

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Counter Plans Examiner

BAND	GRADE	
NE	619	
DEPARTMENT: Development Services	ACCOUNTABLE TO: Sr. Plans Examiner	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for checking completeness of plans over the counter and approving limited plans in support of the building permit process. Duties include: answering questions related to building permit requirements over the telephone or at the counter; processing plan reviews for building permits for lot grading, pools, retaining walls, building additions and single family residences; calculating values for permit fees; informing contractors, owners and registrants regarding asbestos; processing and conducting plan review for electrical, gas line and single family fire reconstruction permits; checking commercial structure/property plans for completeness; and, informing applicants of code requirements for other City departments; preparing plan review reports for code compliance; and representing the Division at preapplication conferences.		
DISTINGUISHING CHARACTERISTICS: The Counter Plans Examiner is the first level in a four level plans examiner series. The Counter Plans Examiner is distinguished from the Plans Examiner I and II in that the Counter Plans Examiner position does not require certification. It is further distinguished from the Senior Plans Examiner in that the Senior Plans Examiner is responsible for training, providing technical guidance to other examiners and scheduling work.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Provides information regarding code changes and requirements to the public and contractors.	Daily	
2.	Reviews residential and commercial construction plans to ensure compliance with codes and to ensure plans are complete.	Daily	
3.	Reviews electrical, gas line and single family fire reconstruction plans to ensure compliance with codes and to ensure completeness.	Daily	
4.	Calculates values for construction and permit fees.	Daily	
5.	Advises architects, engineers, contractors and draftsmen of solutions to code and technical problems.	Daily	

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6.	Informs applicants of code requirements for other City departments.	Daily	
7.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Local zoning ordinances and policies;
- Applicable codes, laws and regulations; and
- Basic engineering and construction practices.

Skills (position requirements at entry):

Skill in:

- Reading and interpreting blueprints and specifications;
- Organizing and coordinating plans and applications;
- Solving problems;
- Interpreting and enforcing codes;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) supplemented by college coursework in building construction or a related field and three years experience in plans or building inspection; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License;
- International Council Code (ICC) Permit Technician certificate.

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Physical Requirements:

Positions in this class typically require: sitting, standing, mobility, lifting, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (BEO)

Date: 05/98

Rev: 08/03 (skm); 07/07 (jls)

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